

19 April 1966

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 30

SUBJECT: Dating Central Planning Staff Papers

All future correspondence emanating from any Central Planning Staff Branch should be dated the day the document is signed and distributed. This procedure should be followed because sometimes there is a lapse of perhaps a day's time between the preparation of a document and its signing and distribution. A date stamp has been furnished each Branch for this purpose.

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Captain, USW  
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